Business Objects Temporary Password Change Instructions

Step 1: Go to https://www.ext.dhs.ca.gov/passadmin

Step 2: Answer your secret question.

If you cannot remember your secret question and answer, call the CMS Net Help Desk at 916-327-2378.

Step 3: You will receive an email with your temporary password from dbareq@dhs.ca.gov.

Step 4: Go to https://www.ext.dhs.ca.gov/iisadmpwd. This is the Business Objects **DHS Intranet Service Manager**.

Step 5: Enter your user id and then copy and paste the temporary password received in the email.

Step 6: Enter your user name.

Step 7: Enter your Temporary Password in the OLD password field (the temporary password is the one you received in the email).

Step 8: Enter new password and confirm it.

If you receive a message that the password has been successfully changed, your password is reset.

Step 9: If you do not have a secret question and answer or forgot it, click on the text that says "Important Message" and fill out or edit your profile. It will ask you for user name and password. The password is the one you just changed it to.

If you have already set up your profile then just proceed to next step. You do not have to redo your profile each time.

Step 10: Go to https://bi.ext.dhs.ca.gov/wijsp and log into Business Objects.